

# KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road Suite 201  
Louisville, KY 40223

Phone: 502-429-7250 or 888-373-3300 Fax: 502-429-7246

Website: [www.krec.ky.gov](http://www.krec.ky.gov)

## REQUEST TO PLACE LICENSE IN ESCROW

Remit a \$10 check or money order, payable to KREC with this request. Cash and credit/debit cards are not accepted.

**Name:** \_\_\_\_\_

Please use the name that appears on your license

**Residence Address:** \_\_\_\_\_

**License#:** \_\_\_\_\_ **Daytime Telephone Number:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Licensee**

\_\_\_\_\_  
**Date**

### Other Required Steps to Complete the Transfer:

- The principal broker must sign the release statement on the back of the sales or broker associate's license and return it to the KREC. The escrow transfer request will not be processed until the release is received.
- Principal brokers may not place their license into escrow unless they have released all licensed affiliates with their office.
- Only the individual licensee may place his or her license into escrow. The principal broker may not take this action on behalf of an associate.
- If you are placing your license into escrow during the March renewal cycle, you will need to remit the appropriate renewal fee--\$50 for sales associates and \$55 for a broker's license.
- **NOTE:** Licensees going into escrow to avoid continuing education penalties must have their written request for escrow status and fee submitted to the KREC or postmarked **PRIOR TO** December 31.

### Escrow Licensee Compliance Notes:

- Escrow licensees may not engage in any real estate or referral activities.
- The license must be renewed before March 31 of each year. In late February, an escrow renewal form will be sent to the residence address on file.
- Any changes in residence address must be reported to the KREC in writing within 10 days of the move.